

# 6<sup>th</sup> Medical Logistics Management Center



## MEDICAL MAINTENANCE

### ULLS-G

## HOW TO MANUAL 18 JUL 05

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## **DSN HELP DESKS**

USAMMC-SWA: (318) 432-2882 / 2878  
ALAT : (318) 825-2718  
6MLMC: (312) 343-7970 / 7777  
CSSAMO: (318) 825-2719  
FT Lee Web-site [www.sdcl.lee.army.mil](http://www.sdcl.lee.army.mil)

## 1. FLOWCHART

- [For a link to the ULLS-G Services Flowchart click on this link](#)
- [For a link to the ULLS-G AMSS Flowchart click on this link](#)

## 2. ROUTINE TASKS

### NON-MISSION CAPABLE REPORT (DODAAC)

**SOURCE:** Equipment Data Reports Process.

**FREQUENCY:** Review daily.

**PURPOSE:** Provides a copy of the Non-Mission Capable Report by DODAAC.

**NOTE:** Refer to appendix F of the ULLS-G Users Manual (EM) for a complete list of Not Available Reason (NAR) Codes.

**DISPOSITION:** Dispose of when no longer needed or IAW local SOP.

#### MANAGEMENT APPLICATIONS:

- Use to monitor NMC equipment including date NMC, reason why it is NMC (NAR Code) and, if applicable, document number and status or work order status.

### ROLLUP BY END ITEM CODE

**SOURCE:** Display/Print AMSS Reports process.

**FREQUENCY:** Review weekly or IAW local SOP.

**PURPOSE:** Provides by UIC, a consolidated report by EIC sequence, of all reportable end items that have accumulated any NMC time during the reporting period.

**DISPOSITION:** Dispose of when no longer needed or IAW local SOP.

#### MANAGEMENT APPLICATIONS:

- Provides readiness data for all end items.
- Run anytime during the report period.
- Available by Unit or rollup by reporting Bn/Bde.

### SERVICE SCHEDULE

**SOURCE:** Equipment Data Reports Process.

**FREQUENCY:** Review weekly.

**PURPOSE:** Provides a report of scheduled services due by Admin Number, DODAAC, Date Range or NSN. Run by date range for each month, use the list to document services performed or applicable faults to input into ULLS-G.

**DISPOSITION:** Dispose of when no longer needed or IAW local SOP.

**MANAGEMENT APPLICATIONS:**

- Use the report to determine which equipment requires service by Admin Number, DODAAC, NSN or during a particular date range.
- To find services that are overdue, use a start date 1 year prior to the current date and use the current date as the end date. The process will list all services not performed for the past year.

**AMSS AUTHORIZATION REPORT**

**SOURCE:** Update AMSS Authorizations Option

**FREQUENCY:** Run Monthly

**PURPOSE:** Provides a listing of all records in the AMSS Authorization File by UIC.

**DISPOSITION:** Dispose IAW Local SOP.

**MANAGEMENT APPLICATIONS:**

- Use to verify unit MTOE authorizations.
- Validate authorizations with EDF.

**PROJECTED FULLY MISSION CAPABLE RATES BY REPORTABLE END ITEM/SYSTEM**

**SOURCE:** Materiel Readiness Processes, Display/Print AMSS Reports.

**FREQUENCY:** Review daily or IAW local SOP.

**PURPOSE:** Provides information to determine what equipment could possibly fall below DA goal of 90% based on current FMC/NMC equipment status.

**DISPOSITION:** Dispose of IAW local SOP.

**MANAGEMENT APPLICATIONS:**

- This report displays the projected FMC percent and the NMC hours/days to the DA goal of 90%.
- The projections are based on the current NMC status of the equipment and the concept that "if nothing changes between now and the end of the report period", this is what the result will be.
- A negative number in the last column indicates number of days short of goal.

**SEND SAMS TRANSACTION LISTING**

**SOURCE:** Send SAMS Transactions process.

**FREQUENCY:** Review daily.

**PURPOSE:** Provides a listing of SAMS transactions that were written to diskette to be processed by the SAMS DSU.

**DISPOSITION:** Dispose of when no longer needed or IAW local SOP.

**MANAGEMENT APPLICATIONS:**

- Use to review inoperative data and work orders sent to the maintenance DSU.
- Use to monitor compliance with the requirement to report to SAMS daily. The absence of this daily report is an indicator that your clerk is not reporting to SAMS-1.
- For a description of each field, refer to appendix C of the ULLS-G User Manual.

**DA FORM 2715 FEEDER REPORTS DETAIL REPORT**

**SOURCE:** Materiel Status Processes; DA Form 2715 Feeder Reports.

**FREQUENCY:** Review Weekly.

**PURPOSE:** Provides DA Form 2715 Feeder data at any time during report period for reportable end items.

**DISPOSITION:** Dispose IAW local SOP.

**MANAGEMENT APPLICATIONS:**

- Use to identify systemic maintenance issues for specific types of equipment.
- Use to prepare End of Reporting Period USR Data.

**EQUIPMENT DATA ADD**

**SOURCE:** Equipment Data Update.

**FREQUENCY:** When applicable.

**PURPOSE:** To provide command and control a copy of any equipment listings that is not in the MMDF.

**NOTE:** Email all findings to [USAMMA\\_STAMIS@amedd.army.mil](mailto:USAMMA_STAMIS@amedd.army.mil) The following information will be required; NSN, Nomenclature, Serial number and Model

**DISPOSITION:** NA

**MANAGEMENT APPLICATIONS:**

- Used to update the MMDF in SAMS 2 and send down to subordinate units via FTP.

### 3. SECURITY

SECURITY in ULLS-G is based on a 2-step process – each user must be able to log on to the system to get in, and then have specific permission (access) to do ULLS-G actions. Some simple definitions:

User = a person that uses the ULLS-G system

Access = permission to do a particular task or action in ULLS-G. Example – access to Dispatch Equipment means that a user can go into the Dispatch Equipment menu and choose to actually dispatch equipment.

Group = one or more users that have the same accesses. The 2 standards groups are:

ULLSSA – System Administrator (Can do Security and Utilities)

ULLSUSER – Does everything BUT Security.

To Add a New User to ULLS-G, you must do the following 2 steps:

#### Step 1 – User Information.

To add a user:

Log in to ULLS-G with an ID of AAAAAAAAAA and password of AAAAAA this will let you get into System Security. Go to System Security off the Main Menu.



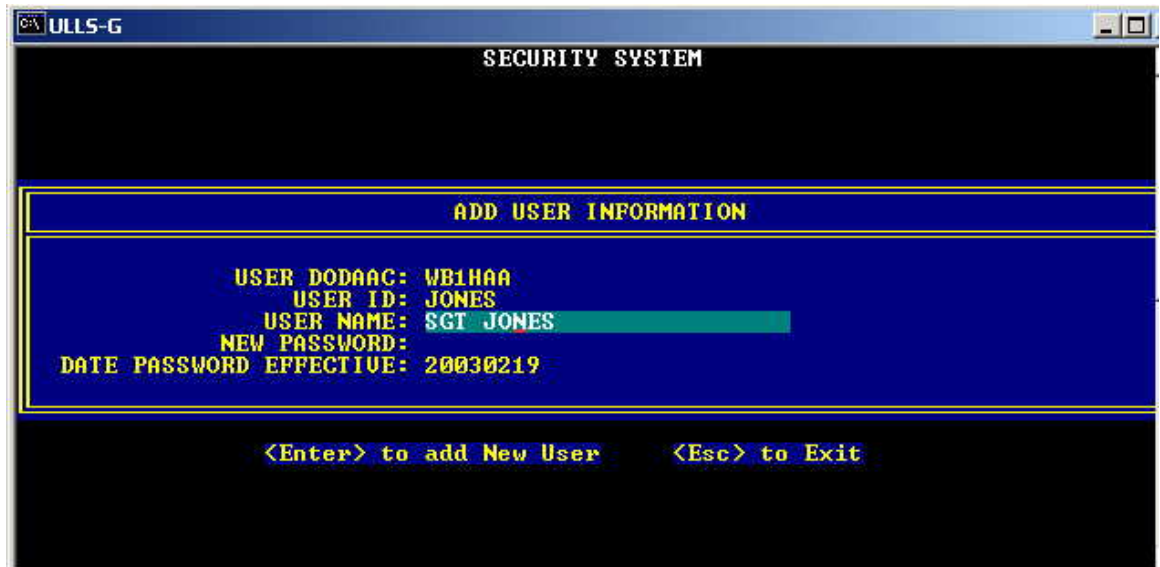
Choose Update User Information.

Type in the Unit DODAAC and the ID of the new user. The User ID can be up to 8 characters (letters and numbers).

Arrow down to Add on the menu.

Press <Enter>

User Name – name of the person (up to 25 characters)



New Password (up to 6 characters)

The Date Password Effective is today's system date (the date set on the computer)

Press <Enter>. The question –“Is this User the unit Commander” comes up. Type in Y if the new person IS the Commander, or if you need to establish a Commander's Password. Otherwise, type in N for No.

You have just added a new user!

Ensure you use the units security measures for safeguarding the Commander's and any other passwords.



## Step 2 – Access to do ULLS-G Actions.

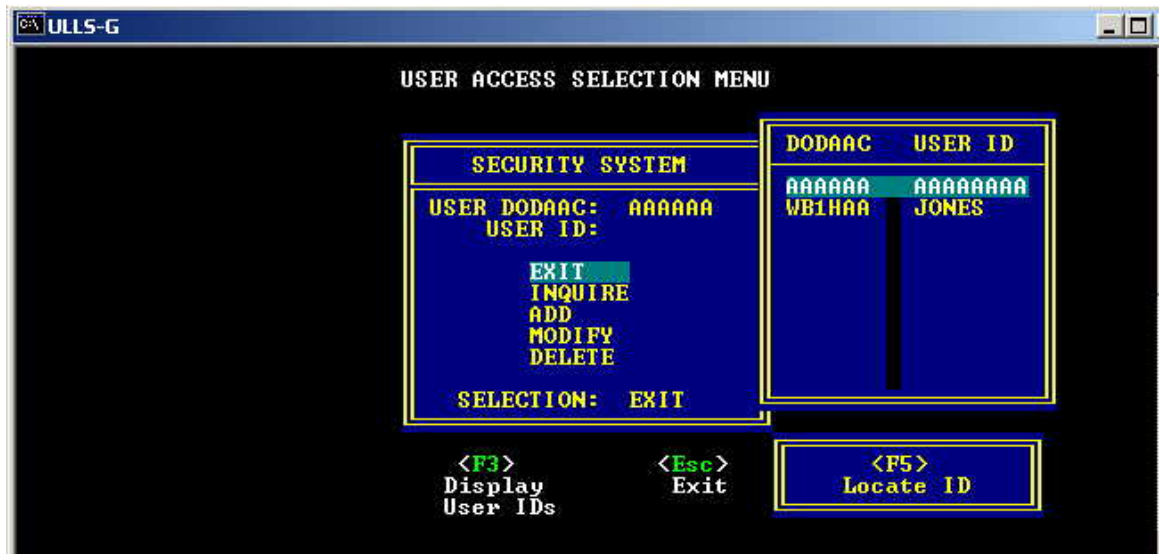
To give the new user access to do any ULLS-G actions, you have a few options or ways to do it:

### Option A – Individual Access – (the long way)

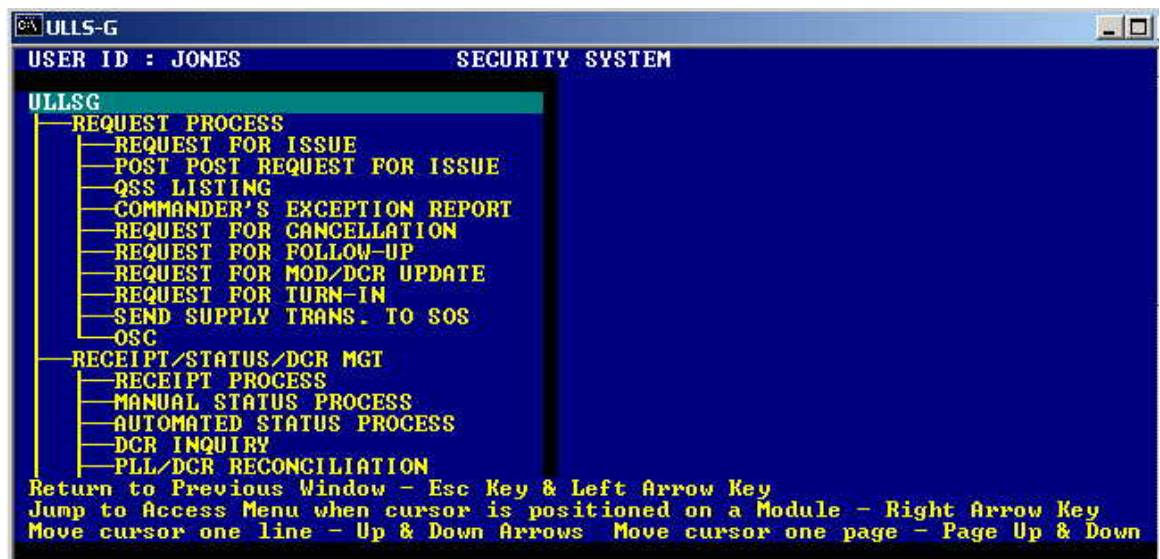
In the System Security menu, go to Update User Accesses.



Press <F3> to bring up a list of users. Highlight the one you want and press <Enter>. Then arrow down to Add on the menu and press <Enter>.



A very long list of all of the ULLS-G actions/processes comes up on the left side of the screen. To give the user access to any of the processes, highlight the process on the left side of the screen, then arrow to the right side of the screen. Type in Y for any action you want the user to be able to do. (Only Security tasks use something other than Y, they are – I for Inquire, A for Add, M for Modify and D for Delete. They build up as they go – for example, if you give someone D access, they can also do Inquire, Add, Modify and Delete).



To save what you have done, be sure to arrow back to the left and then <Escape> to leave this screen. If you Escape first, all of your work is lost !!

#### **Option B – Group Access – (the easier, quicker way)**

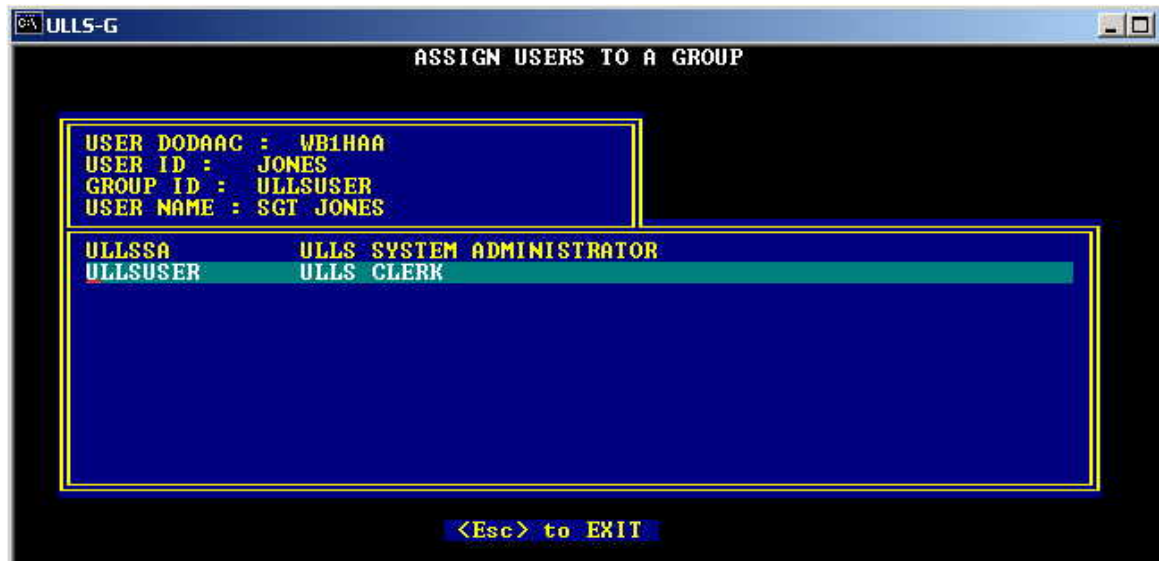
First you need to assign the new user into a group. Most people will be in the ULLSUSER category. Go to Assign Users to Groups on the System security menu.



Highlight the user on the list and press <Enter>.



Then highlight the group you want to put that user into, and press <Enter>. It tells you at the bottom of the screen that the user has been added to the group.



Then, to give the user access, do – NOTHING – if you want them to do whatever the group can do!!

You MUST do both Steps 1 and 2 to add a new user to ULLS-G.

#### Other Security Actions:

**Look up or Change a Password:** (This is useful WHEN, not IF, someone forgets their password)

Log on with an ID and Password that gives you access to System Security.

Go to Update User Information on the System Security menu.



Press <F3> to get the list of users. Highlight the user you want, and press <Enter>.



Choose either Inquire (to look at the password) or Modify (to look at and change the password) and press <Enter>.

If you need to change the password, type in the new one in the New Password block and press <Enter> to make the change.

**Add a New Group:** (If you want to set up a specific group of your own, instead of the standard ULLSSA or ULLSUSER. This could be useful, as an example for specific functions in ULLS-G like a group for PLL Clerks or Dispatchers).

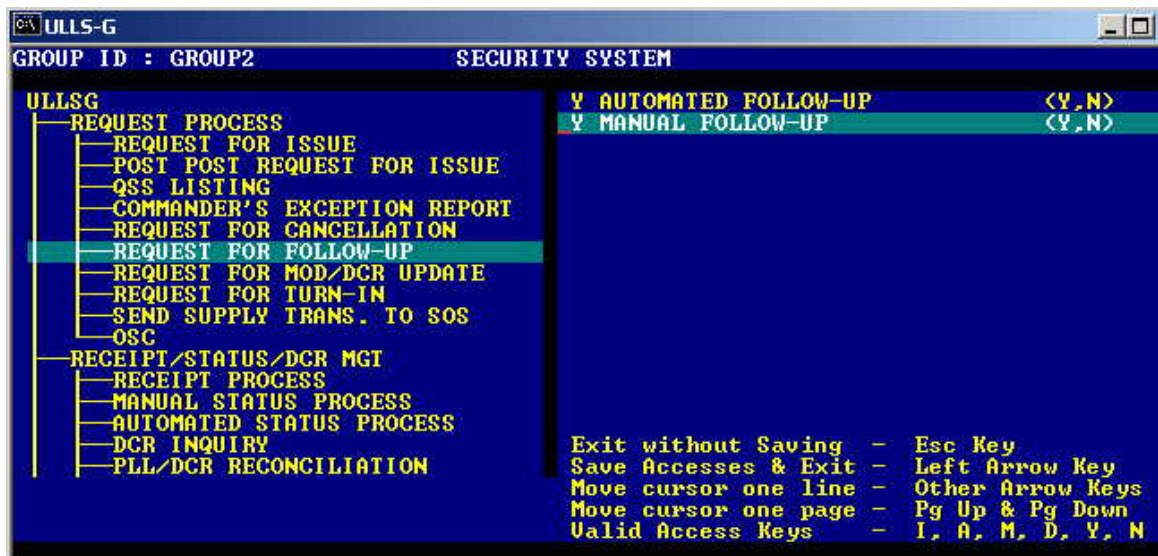
Log on with an ID and Password that gives you access to System Security.

Go to Update Group Accesses on the System Security menu. Type in the new group name and arrow down to Add, press <Enter>.



Type in the description of the new group and press <Enter>.

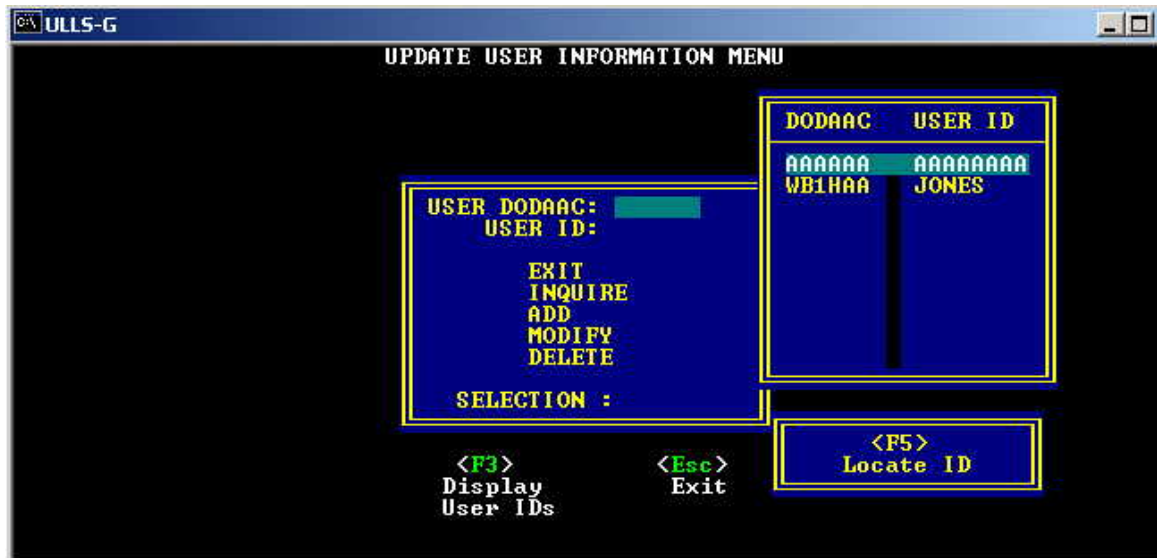
Go thru the list of processes and give the new group permission (accesses) to ULLS-G actions. Then add your users to that new group.



**Delete a User:** (when a user leaves your unit or doesn't need to use the ULLS-G system any more)

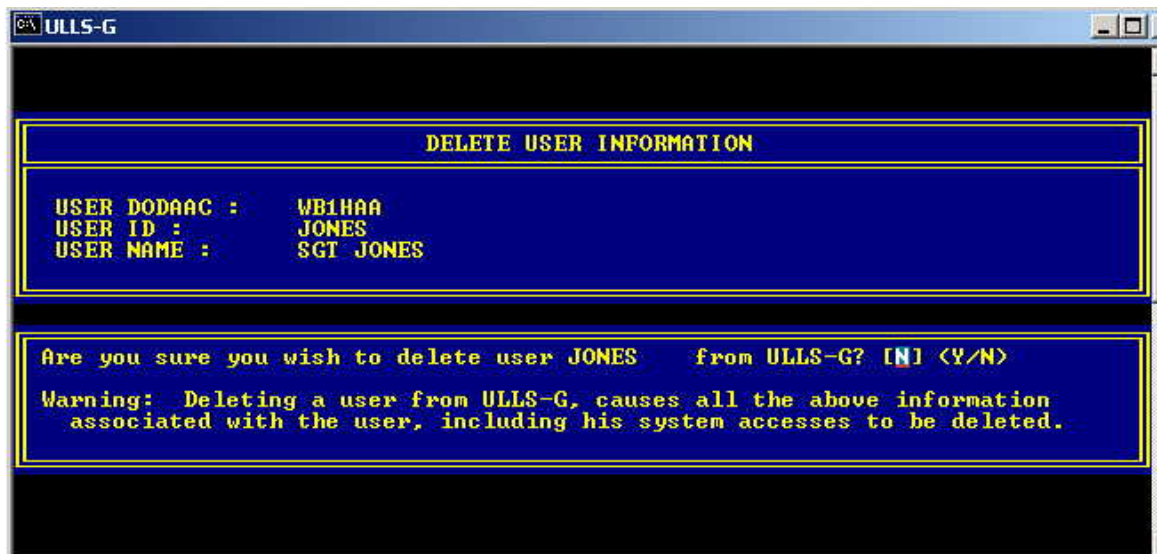
Log on with an ID and Password that gets you into System Security.

Go to Update User Information and press <Enter>. Then press <F3> and choose the user from the list.



Arrow down to Delete on the menu and press <Enter>.

The system asks if you're sure you want to delete the user. If sure, type in Y. Look for the purple message that says the user has been deleted.





## 4. PARAMETERS

Parameters are a set of information about a unit in ULLS-G. You can Add Parameters or Update Parameters in ULLS-G.

To Add Parameters (you must do this when you add a new UNIT in ULLS-G):

Go to System Utilities on the main menu. Choose Unit Parameter Add/Update, then arrow right to Parameter Add and press <Enter>.

SYSTEM UTILITIES	UNIT PARAMETER SELECTIONS
UNIT PARAMETER ADD/UPDATE.... 1	PARAMETER ADD..... 1
FILES MAINT ARCHIVE DEVICE... 2	PARAMETER UPDATE..... 2
FILES MAINT DISKETTE..... 3	EXIT SYSTEM UTILITIES PARAMETER UPDATE. E
UNIT TRANSFER..... 4	
TELECOMM INTERFACE..... 5	
END USER MANUAL INFO/PRINT... 6	
EXIT SYSTEM UTILITIES..... E	

<F1> HELP <F6> EUM <ENTER> SELECT

Type in Unit DODAAC of the unit and press <Enter>.

DATE: 20030226 UNIT LEVEL LOGISTICS SYSTEM AWCUP101  
PARAMETER MAINTENANCE

ENTER THE UNIT DODAAC: WB1HAA

<E> TO EXIT: [ ] <F1> FOR HELP <TAB> FOR NEXT FIELD <ENTER> TO PROCESS



Type in the Commander's Password for the unit. (Where does the Commander's Password come from? See Page 1, Step 1 – when you said Y this user is the Commander, that is the password).

### Parameter Information:

**OSC Security Data:** the only entry should be N. We don't send requests to OSC from ULLS-G. Press <Enter> to go to the next screen.

The screenshot shows the 'UNIT LEVEL LOGISTICS SYSTEM PARAMETER MAINTENANCE' screen for ULLS-G. At the top, it displays 'DATE: 20030226' and 'AWCUF102'. The 'UNIT DODAAC' is 'WBIHAA'. Under 'OSC SECURITY DATA:', the 'OSC INDICATOR' is set to 'N'. There are input fields for 'PHONE NUMBER:', 'IP ADDRESS:', 'COMM SERVER LOGIN:', and 'GATEWAY LOGIN:', all of which are currently blank. A 'NUMBER OF DAYS OSC RECORDS HELD BEFORE B' field is also present. A text box on the right explains the 'OSC INDICATOR' options: 'Y - PRESS "TAB"' and 'N - "ENTER"', and states that if 'N' is chosen, the remaining fields will be set to blank. At the bottom, navigation instructions are provided: '<E> TO EXIT:', '<F1> FOR HELP', '<TAB> FOR NEXT FIELD', and '<ENTER> TO PROCESS'.

**Supply Support Data:** where you send your requisitions to from ULLS-G. If all of your repair parts requests in ULLS-G go to the same TAMMIS, type in <A> in each block.

The screenshot shows the 'SUPPLY SUPPORT DATA' screen for ULLS-G. It displays 'DATE: 20030226' and 'AWCUF103'. The 'UNIT DODAAC' is 'WBIHAA'. The screen prompts the user to 'ENTER THE DSU DESIGNATION FOR:'. Below this, there are three input fields for 'CLASS IX COMMON REPAIR PARTS:', 'CLASS IX AIRCRAFT REPAIR PARTS:', and 'CLASS IX MISSILE REPAIR PARTS:', all of which are currently set to 'A'. At the bottom, navigation instructions are provided: '<E> TO EXIT:', '<F1> FOR HELP', '<TAB> FOR NEXT FIELD', and '<ENTER> TO PROCESS'.

**Unit Descriptive Data:** enter the unit commander's name, and the unit address/phone number.

**Unit Parameters:** (*this is the biggest problem area of any Parameter information*).

UIC = your unit's UIC.

UIC Service Designator Code = A (Active Army) or R (Army Reserve).

FAD = your unit's FAD (2).

Location Code = A (CONUS) or B (OCONUS).

Unit Dispatcher = enter who does the units dispatching.

Utilization Code = Enter O (Active) or A (Reserve)

Work Order Number = the number that will automatically be assigned to the next new Maintenance Request.

Fund Code = the code for who pays for repair parts (41 for OIF 2), if it is not your unit, otherwise leave blank.

AMSS Report Date = the last day in the current report period (15<sup>th</sup>).

Reporting UIC = who actually does the monthly AMSS report (The SAMS 1 UIC).

Reporting Name = name of the Reporting UIC organization (The name of the SAMS 1 unit).

Reporting Location = city and state of the SAMS 1 unit.

Battalion Indicator = N. Only change it to Y when doing an AMSS data Receive from Lower process to rollup AMSS info from a Company, or an Detachment.

**Supply Parameters:** Beginning and ending serial numbers are the block of document numbers you use to order repair parts. Serial number blocks are set by unit SOP.

Number Of Days Before Follow-Up On Priority 01 To 08 = 9

Number Of Days Before Follow-Up On Priority 09 To 15 = 30

**Demand/Interface Parameters:** The section on Demand Parameters deals with PLL criteria.

Average Customer Wait Time = 10

Number Of Demands To Add = 09 / 03 OCONUS

Number Of Demands To Retain = 06 / 01 OCONUS

PLL Size Limit = 150

**Interface Parameters:** are what other systems your ULLS-G talks to

Recoverable To Paper = Y

SARSS Indicator = 0

SAMS Indicator = 1 (Has to be 1 to interface with SAMS)

S4 Indicator = Y if send data to the unit ULLS S-4 system, otherwise should be N.

D6S Indicator Code = Y for CONUS / N for OCONUS

Telecomm Indicator = Blank if you don't BLAST. If you do send data thru BLAST (modem), the Indicator = P.

**Ground Maintenance Support Site Data:** this is the unit's supporting maintenance shops.  
**Level of Maintenance Authorized should be - F.** If you send maintenance requests (work orders) to more than one supporting maintenance shops, you need to change this information to the specific maintenance facility before creating the request.

**AOAP Data:** Enter "DUMMY" information as AOAP is not used in medical equipment.

**Hardware Parameters:** for the ULLS-G computer you are using.

Program Files = C

Data Files On Drive = C

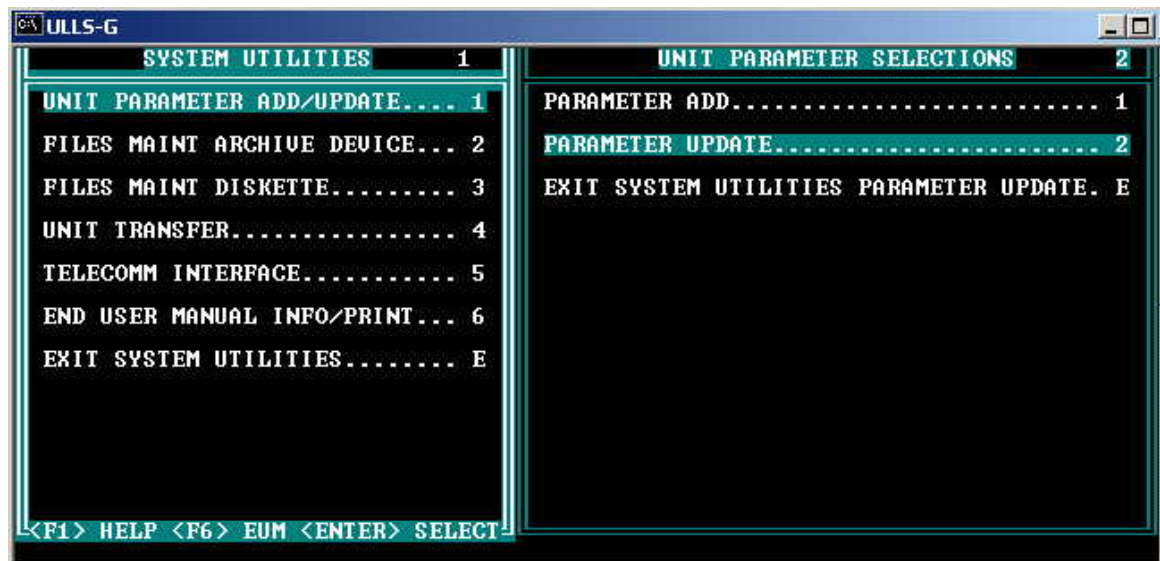
Default Floppy Drive = A

Tape Drive/Software = Leave Blank

CD ROM Drive = Leave Blank unless you have a CD-ROM.

**To Update Parameters: (you should do this periodically, because information does change).**

Go to System Utilities on the main menu. Choose Unit Parameter Add/Update and then arrow right to Parameter Update and press <Enter>.



Type in the Unit DODAAC of the unit and press <Enter>.

ULLS-G

DATE: 20030226 UNIT LEVEL LOGISTICS SYSTEM AWCUP101  
PARAMETER MAINTENANCE

ENTER THE UNIT DODAAC: WB1HAA

<E> TO EXIT:    <F1> FOR HELP    <TAB> FOR NEXT FIELD    <ENTER> TO PROCESS

Type in the Commander's Password and press <Enter>.

ULLS-G

DATE: 20030226 UNIT LEVEL LOGISTICS SYSTEM AWCUP110  
PARAMETER MAINTENANCE

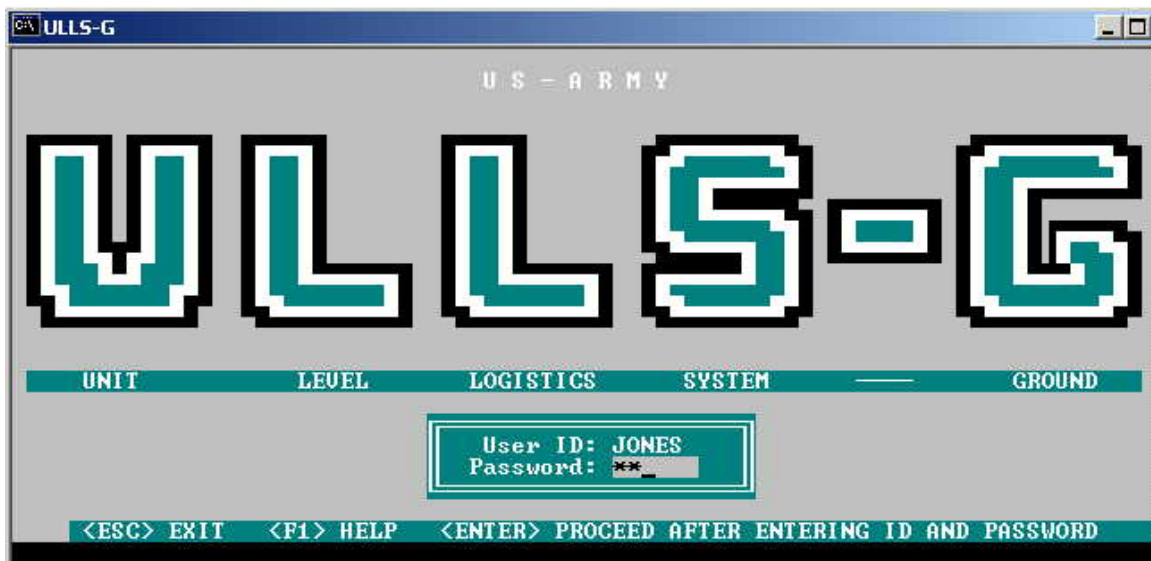
UNIT DODAAC: WB1HAA

ENTER THE COMMANDER'S PASSWORD: [masked]

<E> TO EXIT:    <F1> FOR HELP    <TAB> FOR NEXT FIELD    <ENTER> TO PROCESS

Choose the section of the Parameters that you need to update.

*After pressing <Enter> you will be brought to a screen asking for a UIC. At this time press <Escape> until you are able to log out. Now you will be able to log in with your user ID and password assigned to you in the security section.*



## 5. EQUIPMENT DATA

Actions throughout ULLS-G are based on equipment information in the Equipment Data file. Types of equipment include Systems, Subsystems, End Items and Miscellaneous Items.

System = listed in Appendix B, AR 700-128. A system is composed of 2 or more items that work together to accomplish the mission of the system. Example – a Tank and Pump unit is a system.

Subsystem = parts of a system, also listed in App B AR 700-128. For the Tank and Pump unit example, a subsystem is the 5-ton truck.

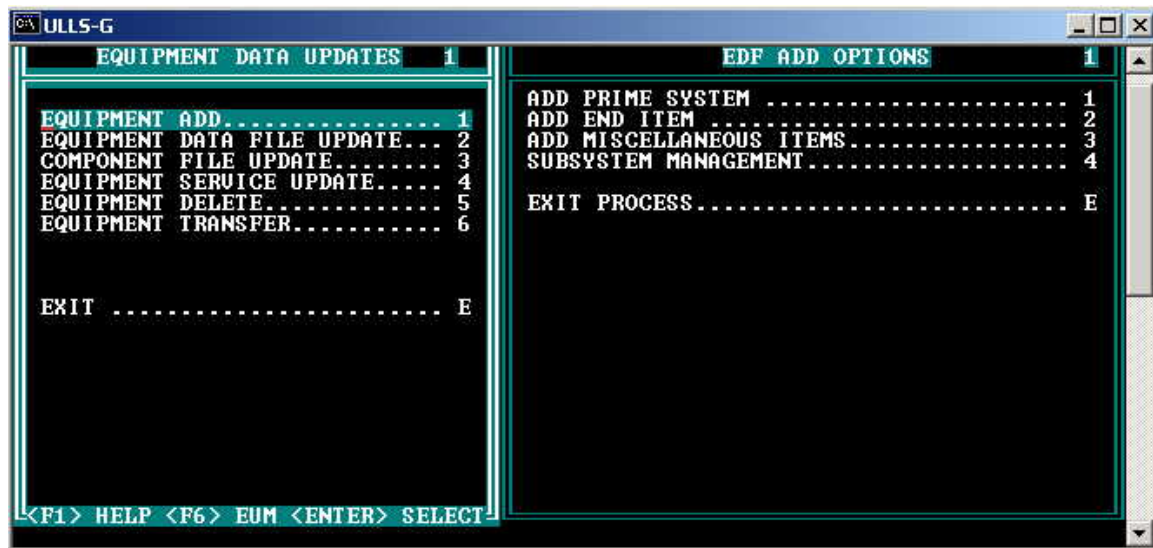
End Item = a stand-alone item of equipment. Most equipment is in this category. End Items have serial numbers. All medical equipment you input will be added as end items.

Miscellaneous Items = items generally without serial numbers. Example – a GP Medium Tent.

Component = items enrolled in AOAP. Examples are – vehicle engine, transmission, hydraulics.

ADMIN Number = also known as Bumper Number, assigned to identify items of equipment.

Adding Equipment = Go to Equipment Data Update from the ULLS-G main menu and choose Equipment Add.



### Add Prime System:

Choose Add Prime System on the menu. Type in the Admin Number for the System (Example = TPU2). Press <Enter>.

Choose the NSN for the item from the list – either type in the NSN, or arrow down the list to Find the system. Select the highlighted system by pressing <Enter>.

See Common Steps (below) to finish adding the Prime System.

### Add End Item:

Choose Add End Item from the menu. Type in the Admin Number for the equipment (Example = A23 or Maint1). Press <Enter>.

ULLS-G

DATE: 20030226 UNIT LEVEL LOGISTICS SYSTEM AWCME201

EQUIPMENT ADD/UPDATE

DODAAC ADMIN NUMBER

WB1HAA A23

<E> TO EXIT: <F1> FOR HELP <TAB> FOR NEXT FIELD <ENTER> TO PROCESS

Type in the NSN for the equipment, choose the highlighted item on the list by pressing <Enter>. If the NSN is not listed press <F6> to add the NSN.

ULLS-G

DATE : 20030226 UNIT LEVEL LOGISTICS SYSTEM AWCME284

END ITEMS EQUIPMENT INITIALIZATION

MODEL EIC NOMENCLATURE NSN

<F1> HELP <ENTER> SELECT <F6> CATALOG DATA ADD <ESC> EXIT

See Common Steps (below) to finish adding the End Item.

### COMMON STEPS TO ADD EQUIPMENT:

**Serial Number / Registration Number** = Type in the serial number of the equipment.  
Also make sure the numbers are typed in correctly – **IT CANNOT BE CHANGED!!!** (The system will ask if everything is correct – this is your last chance!)

The screenshot shows a terminal window titled 'ULLS-G'. The header displays 'DATE: 20030226', 'UNIT LEVEL LOGISTICS SYSTEM', and 'AWCMF204'. Below this, 'EQUIPMENT ADD' is centered. The main form contains the following fields: 'DODAAC' (WB1HAA), 'ADMIN NUMBER' (A23), 'SERIAL NUMBER' (1111-1111), and 'REGISTRATION NUMBER'. Below these are 'THING' (NOUN), 'MODEL' (M-2TT), 'NSN' (1234567890000), and 'EIC'. At the bottom, a status bar shows '<E> TO EXIT:', '<F1> FOR HELP', '<TAB> FOR NEXT FIELD', and '<ENTER> TO PROCESS'.

The system asks (in purple, at the bottom of the screen) if the equipment is a Substitute or In-Lieu-Of item. Hit the N button for no.

### Administrative Data:

The screenshot shows a terminal window titled 'ULLS.EXE'. The header displays 'DATE: 20040308', 'UNIT LEVEL LOGISTICS SYSTEM', and 'AWCMF204'. Below this, 'EQUIPMENT ADD' is centered. The main form contains the following fields: 'DODAAC' (W91WYG), 'ADMIN NUMBER' (B001), 'SERIAL NUMBER' (54678910112), and 'REGISTRATION NUMBER'. Below these is a section titled 'ADMINISTRATIVE DATA' which includes: 'CURRENT ODOMETER READING: 000000', 'CUMULATIVE EQUIPMENT READING: 000000', 'DISPATCH: N', 'MCSR: Y', 'ERC: A', 'EQUIP CLASS CODE:', 'FUEL TYPE:', 'KEY NUMBER:', 'EQ LIC NUM:', 'WARRANTY EXP DATE', 'YEAR MFG:', 'OPR LIC NUM:', 'DISPATCH DESTINATION:', and 'OFFICIAL USER'S NAME/PHONE NUMBER:'. At the bottom, a status bar shows '<E> TO EXIT:', '<F1> FOR HELP', '<TAB> FOR NEXT FIELD', and '<ENTER> TO PROCESS'.

ERC = The ERC code will be A. This is the only information required on this page, hit Enter when complete and you will see a message on the bottom that says equipment has been added.



After adding the equipment you will be asked if you want to add services on the piece of equipment. This is the easiest way to add services. Type Y for yes and add the services.

ULLS.EXE

DATE: 20040308	UNIT LEVEL LOGISTICS SYSTEM EQUIPMENT ADD		AWCMF204
DODAAC W91WYG	ADMIN NUMBER B001	SERIAL NUMBER 54678910112	REGISTRATION NUMBER
WILL SERVICES DATA BE ADDED FOR THIS EQUIPMENT<Y/N> <input type="checkbox"/>			
<E> TO EXIT: <input type="checkbox"/> <F1> FOR HELP <TAB> FOR NEXT FIELD <ENTER> TO PROCESS			

Last PMCS Done = the last type of service done.

Date Done = date last service was done.

MI/KM/HR Done = enter 0.

ULLS-G

DATE: 20030226	UNIT LEVEL LOGISTICS SYSTEM EQUIPMENT ADD		AWCMF204
DODAAC WB1HAA	ADMIN NUMBER A23	SERIAL NUMBER 1111-1111	REGISTRATION NUMBER
----- SERVICE DATA -----			
	TYPE	DATE DONE	MI/KM/HR DONE
LAST PMCS DONE:	A	20030226	0-----
<E> TO EXIT: <input type="checkbox"/> <F1> FOR HELP <TAB> FOR NEXT FIELD <ENTER> TO PROCESS			

### Equipment Data Update:

To change Equipment Data (administrative data) on an item, use the Update Admin Number Data option under Equipment Data Update. This lets you change things like mileage readings, ERC Code, etc.

EQUIPMENT DATA UPDATES 2	
EQUIPMENT ADD.....	1
EQUIPMENT DATA FILE UPDATE...	2
COMPONENT FILE UPDATE.....	3
EQUIPMENT SERVICE UPDATE.....	4
EQUIPMENT DELETE.....	5
EQUIPMENT TRANSFER.....	6
EXIT .....	E

EDF CHANGE/UPDATE OPTIONS 2	
UPDATE CATALOG DATA.....	1
UPDATE ADMIN NUMBER DATA.....	2
CHG ADMIN NUMBER.....	3
EXIT PROCESS.....	E

<F1> HELP <F6> EUM <ENTER> SELECT

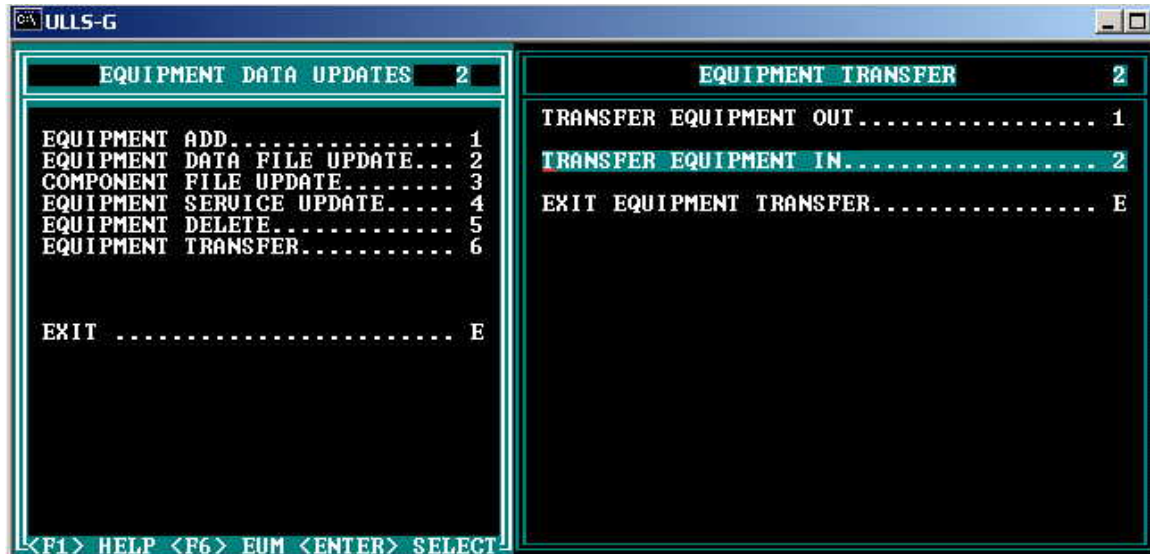
Change Admin Number - this option under Equipment Data Update lets you change the Admin Number (bumper number) on an item.

Equipment Service Update - This option allows you to update or change your scheduled service information on equipment.

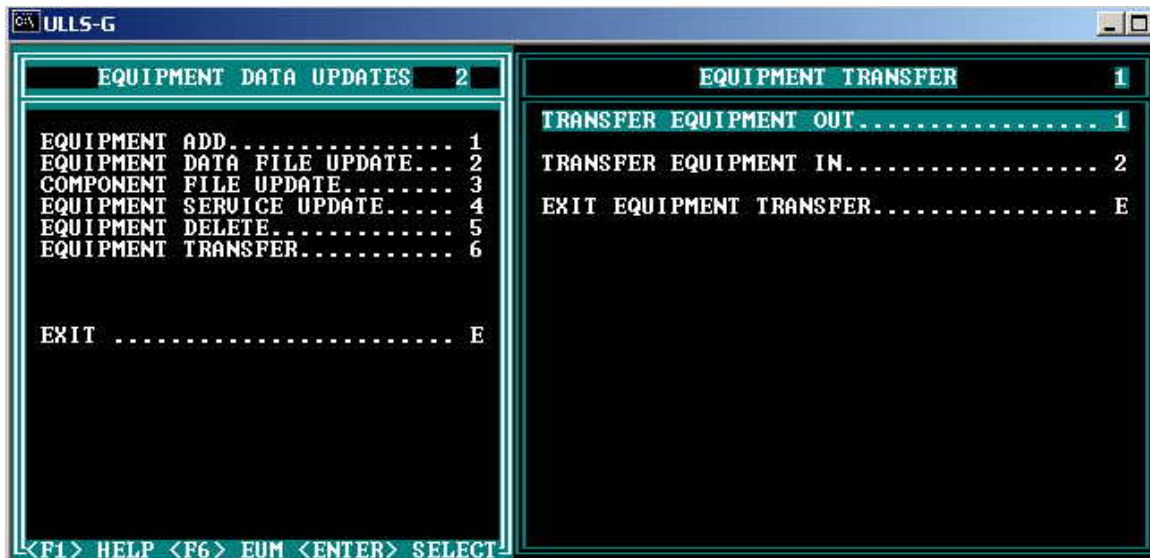
Equipment Delete - Is only used to delete Miscellaneous Items (without serial numbers).

Equipment Transfer - 2 choices.

Transfer In – lets you load a diskette that contains the equipment data file information about a piece of equipment, and add it to your ULLS-G system. It's easier to do this rather than type in all of the equipment data.



Transfer Out – loads the equipment data information about an item to a diskette, and removes the records for that item from your ULLS-G computer. This is the only way to delete a serial-numbered item from ULLS-G.



NOTE – this is normally used in 2 situations.

1. When you laterally transfer out a piece of equipment or turn-in a piece of equipment.
2. When you have to change the serial number or registration number for an item. You must transfer the item out, and then re-enter the information.

## SERVICES

ULLS-G does a great job of scheduling services and recording the results. It includes regular scheduled services, oil changes, special services and AOAP sampling.

Adding Service Data – can be done in 2 ways through Equipment Data Update. The best way to add service information is when you add an item of equipment to ULLS-G. The other way is after-the fact, thru Equipment Service Update. (See the section on Equipment Data for steps)

**Recording Service Results – this is a big step that we miss some of the time. When a scheduled service has been completed, you must post the results into ULLS-G. This not only records the service that was done, but also resets the due date for the next service.**

### Posting Service Results:

Go to Operational Processes from the main menu and choose Services Performed.

The screenshot shows the ULLS-G software interface. The title bar reads 'ULLS-G'. The main window is divided into two panels. The left panel is titled 'MAINT. OPERATIONAL PROCESS 5' and contains a list of options: 'EQUIP DISPATCH AND RETURN.... 1', 'MAINT AND INSP WORKSHEET..... 2', 'MAINTENANCE FAULTS..... 3', 'PARTS INSTALLED..... 4', 'SERVICES PERFORMED..... 5' (highlighted), and 'EXIT OPERATIONAL PROCESSES... E'. The right panel is titled 'SCHEDULED SERVICE OPTIONS 5' and contains a list of options: 'SCHEDULED SERVICE ONLY..... 1', 'OIL CHANGE ONLY..... 2', 'SCHED. SERVICE & OIL CHG..... 3', 'LUB & SPECIAL SERVICES..... 4', and 'EXIT..... E'. At the bottom of the window, a status bar displays the keyboard shortcuts: '<F1> HELP <F6> EUM <ENTER> SELECT'.

To post just regular service results, choose Scheduled Service Only. Type in the Admin Number of the equipment that was serviced.

In the Type Service Done block, type in the service code.

Type in the date the service was completed.

When you press <Enter> to post the service information, ULLS-G will automatically re-schedule your next service due.

### Service Schedule Report:

One very useful ULLS-G printout is the Service Schedule. To print a Service Schedule, go to Equipment Data Reports from the main menu and choose Service Schedule. There are 4 different options:

Schedule for an Admin Number – this shows all services due, including AOAP, for a particular piece of equipment.

Schedule for a DODAAC – this shows all services due for all equipment in a unit.

Schedule for Date Range (the most useful choice!) – you pick the time period to see a printout of services due for a unit. It asks you to enter the Start (From) date and the End date (To) for the report. You can choose any number of days or even years (current, past or future).

NOTE – 2 common choices are – run a Service Schedule report for the next month (useful for training meetings) and do a Service Schedule report for a year (like for a Training Year – good for Yearly Training Plans, and the USARC Form 18R requirement).

Schedule for an NSN (the least used) – this prints services due for a type of equipment, all of that type on-hand.

## 6. MAINTENANCE FAULTS

A fault is the starting point in the ULLS-G maintenance process. Adding a fault is the first step, before ordering parts or creating work orders. Also, adding an NMC (Not Mission Capable or deadline) fault starts the clock for AMSS readiness reporting.

### Adding A Fault:

Go to Operational Processes on the main menu and choose Maintenance Faults. Select Add Faults.

Highlight the equipment that has the fault.

ULLS-G

SELECT EQUIPMENT (ADD) AWCUP004

DODAAC	ADMIN_NO	MODEL	NOUN
WB1HAA	A1	M222	SOMETRUCK
WB1HAA	A23	M-2TT	THING

<ESC> TO EXIT      <ENTER> TO SELECT

Type in:

Fault Date – date the fault happened or was discovered

Fault Time

Fault Status Symbol – whenever you enter a fault it must be an **X** fault

Fault description – what the problem is (please don't type in "Broke")

When Discovered – code for when a fault was detected (press F1 for the code list)

How Recognized – code for how the fault was found (press F1 for the code list)

Failure Code – choose the code (press F1) that best matches the fault

Maintenance Type – either S for Scheduled Maintenance or U for Unscheduled.

ULLS-G

DATE: 20030227 UNIT LEVEL LOGISTICS SYSTEM AWCMF143  
TIME: 13:41:47 MAINTENANCE FAULTS

DODAAC: WB1HAA ADMIN NO: A23  
MODEL: M-2TT NOUN: THING

----- FAULT DATA -----

FAULT DATE: 20030227 FAULT  
FAULT TIME: 08:00:00 SEQ. NO: 0001

FAULT STATUS SYMBOL: X

FAULT DESCRIPTION: THING MISSING

WHEN DISC.: A HOW REC.: 099 FAILURE: 108 MAINT. TYPE: S

<E> TO EXIT: <F1> FOR HELP <TAB> FOR NEXT FIELD <ENTER> TO PROCESS



### Correcting A Fault:

This action closes a fault, and closes out any completed work order against that fault. It also stops the NMC time for a deadlined item.

Go to Operational Processes, Maintenance Faults. Select Correct / Update / View Faults.

Highlight the item of equipment on the list

DODAAC	ADMIN_NO	MODEL	NOUN
WB1HAA	A1	M222	SOMETRUCK
WB1HAA	A23	M-2TT	THING

<ESC> TO EXIT      <ENTER> TO SELECT

Highlight the particular fault that you want to correct and press <F3>. Don't press <Enter>!

DATE	NO.	STATUS	FAULT WRITEUP	DEFERRED
20030227	0001	X	THING MISSING	

<ENTER>VIEW FLT   <F3>MODIFY/CORRECT FLT   <F6>VIEW CLOSED FLTS   <ESC>EXIT

At the Fault Discovery screen, press <page down>.

```

ULLS-G
DATE 20030227          FAULT CORRECTION INFORMATION          AWCME145

FAULT: 20030227      SEQ_NO: 0001      STATUS: X

-----ACCOMPLISHED-----
      DATE      TIME      ACTION CODE
    20030227    13:59:02
CORRECTIVE ACTION

INDIVIDUAL      OPER      CAT      HOURS      OPER      CAT      HOURS      OPER      CAT      HOURS
MAN-HOUR      LIC_NO
ENTRIES

TOTAL HOURS

PRESS <ENTER> TO PROCESS.  <ESC> - EXIT

```

Type in:

Action Code – code for what was done to fix the fault

Corrective Action – description of the fix

Operator License Number – type in the Tech code of the person who performed the Services.

Category – code for the level of maintenance that fixed the fault. Will normally be O – unit level maintenance or F – support maintenance.

```

C:\ULLS-G
DATE 20030227          FAULT CORRECTION INFORMATION          AWCMF145

FAULT: 20030227      SEQ_NO: 0001      STATUS: X

-----ACCOMPLISHED-----
      DATE      TIME      ACTION CODE
      20030227      13:59:02          A

CORRECTIVE ACTION  REPLACED

INDIVIDUAL      OPER      CAT      HOURS      OPER      CAT      HOURS      OPER      CAT      HOURS
MAN-HOUR      LIC_NO
ENTRIES      J1943      0      .1
TOTAL HOURS      0.0

PRESS <ENTER> TO PROCESS, <ESC> - EXIT
  
```

35

## 7. SENDING EQUIPMENT TO DS/GS OR HIGHER LEVEL OF MAINTENANCE SUPPORT

Maintenance support in ULLS-G involves creating Maintenance Requests (also known as work orders) to your supporting maintenance shop – DS/GS (MEDLOG Battalion), and posting status on those work orders.

### **Maintenance Requests:**

There are 2 types of Maintenance Requests – By Admin Number and Without Admin Number:

Maintenance Request (Admin Number) – this is a standard work order for equipment that is in your ULLS-G Equipment Data, has an Admin Number and serial number. Most work orders will be this category.

Maintenance Request (Without Admin Number) – this is a work order for an item that is not entered in your ULLS-G Equipment Data records. Example – a work order on a miscellaneous piece of canvas, or even a GP Medium Tent. **Do not use this type of Maintenance Request unless absolutely necessary!!**

There are 5 steps to complete a maintenance support action:

1. Add a fault
2. Create the Maintenance Request
3. Send the request to SAMS (supporting maintenance unit)
4. Post status to the Maintenance Request
5. Close out the request and the fault

**1. Add A Fault** – see page 17.

## 2. Create A Maintenance Request:

With ADMIN Number:

First, make sure a fault was added to ULLS-G.

Go to Maintenance Support on the main menu, and choose Maintenance Request. Then select Admin Number.

The screenshot shows a terminal window titled "ULLS-G". It contains two side-by-side menu screens. The left screen is titled "MAINT. SUPPORT FUNCTION 2" and lists several options with numbers: "SEND SAMS TRANSACTIONS..... 1", "MAINTENANCE REQUEST..... 2" (highlighted), "MANUAL MAINT. STATUS UPDATE.. 3", "AUTOMATED MAINT. STATUS UPD.. 4", "MAINT. REQUEST REGISTER..... 5", "MMDF LOAD/UPDATE..... 6", and "EXIT PROCESS..... E". The right screen is titled "PRODUCE MAINTENANCE REQUEST 1" and lists: "ADMIN NUMBER..... 1" (highlighted), "WITHOUT ADMIN NUMBER..... 2", and "EXIT MAINTENANCE REQUEST..... E". At the bottom of the terminal window, a status bar reads "<F1> HELP <F6> EUM <ENTER> SELECT".

Highlight the equipment item. If no fault was added, the system will tell you and go back to the start point. Highlight the fault that you are creating the work order against.

On the Maintenance Request screen, type in:

Type Maint Request – press <F1> for the correct code, normally we use <1> for regular work orders.

Priority for the request – type in the priority, based on your unit FAD and Urgency of Need factors. If the equipment is NMC, normally you use the highest priority. Work orders for services should NOT use the highest priority.

The screenshot shows a terminal window titled "ULLS-G" with a green border. The main area has a black background with green text. At the top, it says "DATE: 20030227" on the left, "UNIT LEVEL LOGISTICS SYSTEM" in the center, and "MAINTENANCE REQUEST" below it. On the right, it says "AWCMF510". Below this, there are several lines of data entry fields, each with a label and a value. The fields are: "DODAAC: WB1HAA", "ADMIN NO: A23", "TYPE MAINT REQUEST: 1", "FAILURE DETECTED DURING: A", "PRIORITY: 02", "IDENTIFICATION CD: A", "EQUIPMENT STOCK NUMBER: 1234567890000", "NOUN: THING", "MODEL: M-2TT", "QUANTITY: 00001", "SERIAL NUMBER: 1111-1111", "WORK STATUS CODE: M", "WORK STATUS DATE: 20030227", "WORK STATUS TIME: 14:11:45", "LEVEL OF WORK: F", and "DEFICIENCY: THING MISSING". At the bottom, there is a row of navigation instructions: "<E> TO EXIT:", "<F1> FOR HELP", "<TAB> FOR NEXT FIELD", and "<ENTER> TO PROCESS".

Field	Value
DATE	20030227
UNIT LEVEL LOGISTICS SYSTEM	MAINTENANCE REQUEST
AWCMF510	
DODAAC	WB1HAA
ADMIN NO	A23
TYPE MAINT REQUEST	1
FAILURE DETECTED DURING	A
PRIORITY	02
IDENTIFICATION CD	A
EQUIPMENT STOCK NUMBER	1234567890000
NOUN	THING
MODEL	M-2TT
QUANTITY	00001
SERIAL NUMBER	1111-1111
WORK STATUS CODE	M
WORK STATUS DATE	20030227
WORK STATUS TIME	14:11:45
LEVEL OF WORK	F
DEFICIENCY	THING MISSING

NOTE – the system automatically creates the Work Order Number and places the work order in M status – meaning that it is ready to go to your supporting shop. When you press <Enter> to create the maintenance request, it will print out 2 copies of the work order and one 5988-E (2404-equivalent) form. ULLS-G also sends the work order to a holding file.

### 3. Send SAMS Transaction:

This process takes the work orders that have been created and are waiting in the holding file, and copies them to a diskette to go to your supporting maintenance facility. In addition to the work orders, ULLS-G also creates "inop" records for any NMC reportable item and copies them to the diskette.

Go to Maintenance Support on the main menu, and select Send SAMS Transactions.



Normally you choose the Diskette option (if you BLAST work orders to the shop, choose the Via Telecommunications option).

Put a good diskette in the drive and press <Enter>. ULLS-G will automatically format the diskette and copy the transactions to the disk. It also prints out a list of the records on the disk.

There are 3 kinds of records –

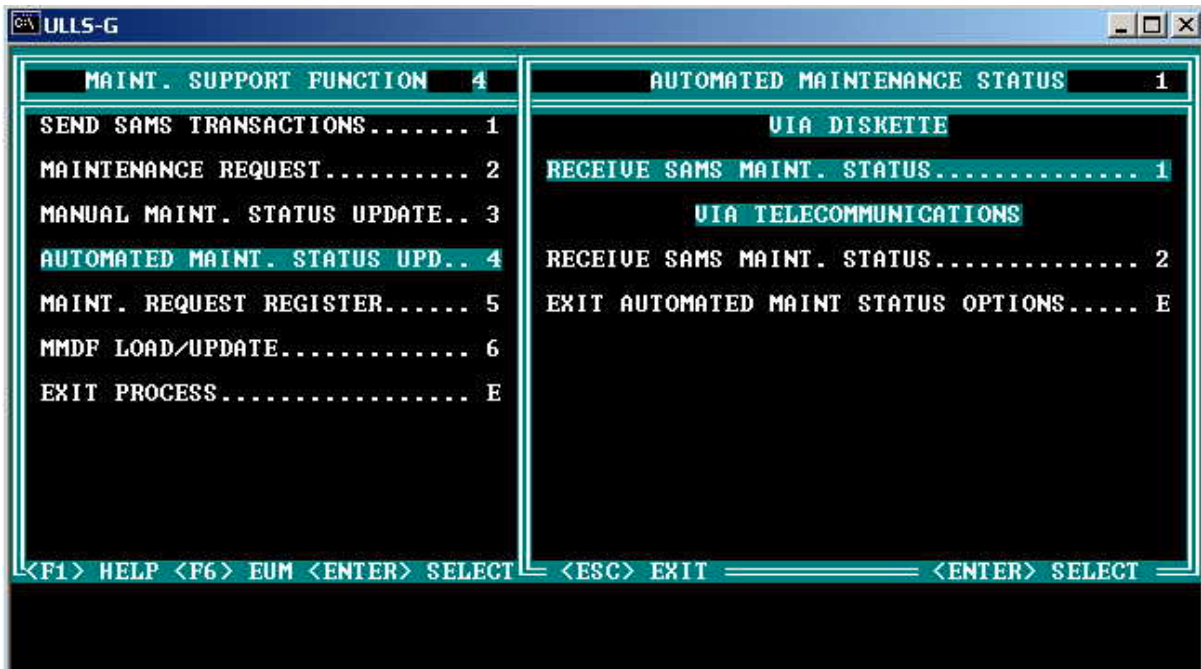
XMJ records – equipment that is NMC (deadlined)

XMK records – NMC equipment that is down for parts ( parts have been ordered In ULLS-G)

XML records – work orders

At this point, you should take the diskette, the work order printouts and the equipment to your supporting maintenance shop.

#### 4. Post Status To The Maintenance Request:



Status from your supporting maintenance activity (SAMS at maintenance units) can be posted in 2 ways – automated and manual. Automated status comes on a disk from the shop or thru BLAST. Manual status is something you must type in. Status codes from SAMS tell ULLS-G what action is happening on your work order.

Work orders generally follow this status sequence –

C – awaiting maintenance. Starts when an NMC fault is added to ULLS-G.

M – evacuation – the work order has been created and is in process of going to the supporting maintenance shop.

\*\* A – initial acceptance in SAMS. The work order has been processed into SAMS at the maintenance facility. This status code MUST BE posted into ULLS-G!!

B, C, I, J, K, 1 – status codes that show the progress or current action on a work order

\*\* S – closed in SAMS at the shop. All work on the maintenance request has been completed. This status code MUST BE posted into ULLS-G. It tells ULLS-G that the shop is done, and action is now back on the unit. A maintenance request cannot be closed in ULLS-G without the S status for a completed work order.

**IMPORTANT NOTE - You must get a status disk from your supporting maintenance shop at least twice – the first time when you bring in the work order and it is accepted at the shop (A status), and when the work order is completed at the shop (S status).**

To Post Automated Status –

Go to Maintenance Support on the main menu, and choose Automated Maint Status Upd. Select either Diskette (if your status is on a disk) or Via Telecommunications if you get status by BLAST from SAMS.



If you choose Diskette – insert the disk. That's it.

ULLS-G takes the status information from the disk or BLAST file and posts it against each maintenance request.

To Post Manual Status – (only use as needed or to close out a Maintenance Request Without Admin Number)

Go to Maintenance Support on the main menu, and choose Manual Maint Status Update.



Type in the ORGWON (unit Work Order Number)

At the Work Status Update screen –

First check the admin number block to make sure it is the correct item

Type in the Status Code

Type in the Status Date – date of the new code

Type in the Status Time – time of the new status (Be very careful about time in manual status entries, ULLS-G is VERY particular about accepting time entries here).

Press <Enter> to post the status. Watch for reject messages – they are very common with Manual Status Updates.

## 5. Close Out Maintenance Requests:

Each type of Maintenance Request is closed out differently in ULLS-G.

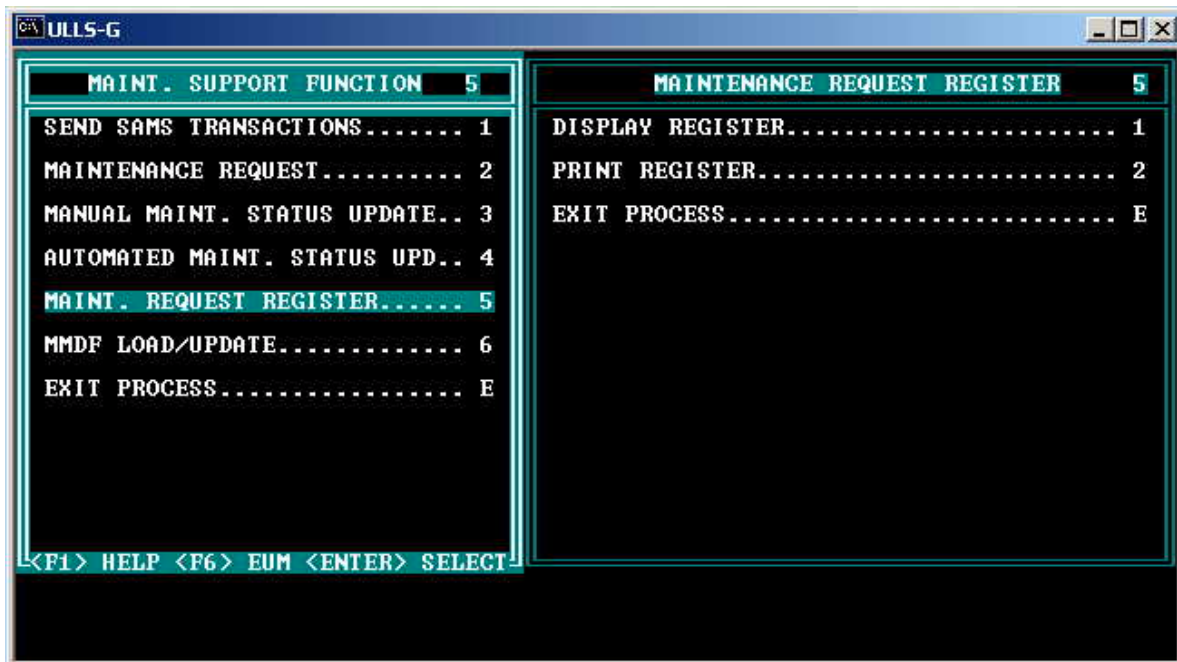
Close a Maintenance Request (Admin Number) – all that you have to do is Correct the Fault. See page 17 for steps.

Close a Maintenance Request (Without Admin Number) – you must close this type of work order out using manual status. Post a Status Code of <U> using the Manual Status process.

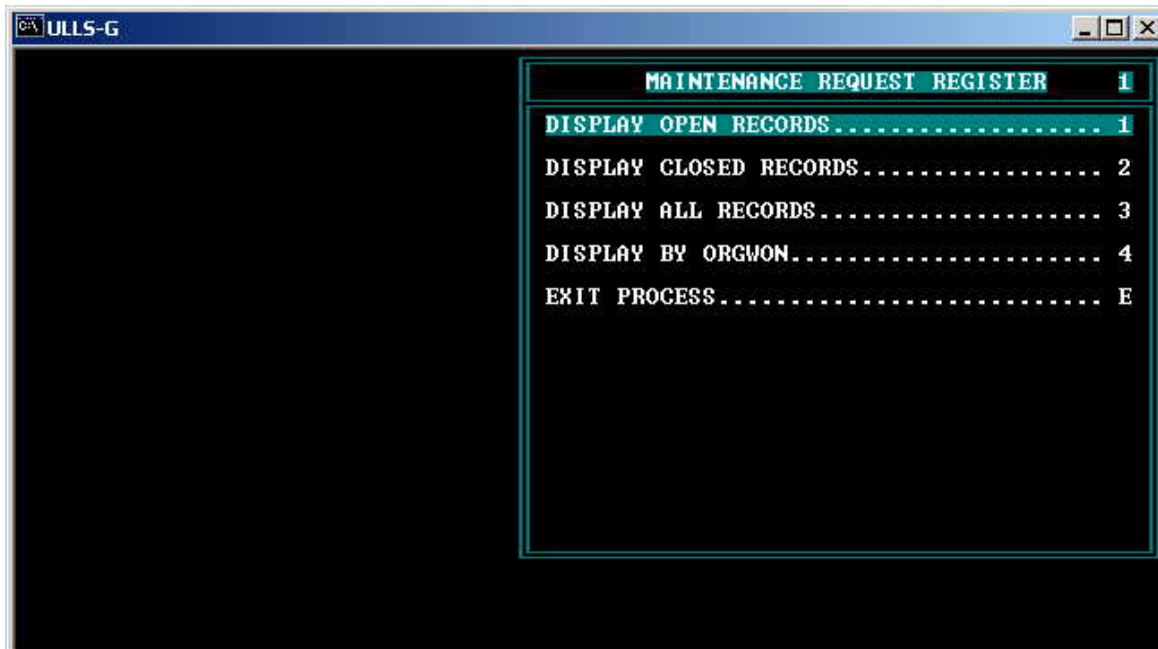
### Maintenance Request Register:

This is a very useful reference in ULLS-G. The Maintenance Request Register is a list of all current work orders, both open requests and completed work orders that have not been purged yet (not until after you run the monthly AMSS report). You can view or print out the Maintenance Request Register.

Go to Maintenance Support on the main menu. Choose Maintenance Request Register.



To look at the Register, choose Display. Press <Enter> to page thru the Register.



NOTE – as you can see, the Maintenance Request Register shows each status entry for that work order. It is in Work Order Number sequence. EXAMPLE

## 8. ARMY MATERIAL STATUS SYSTEM (AMSS)

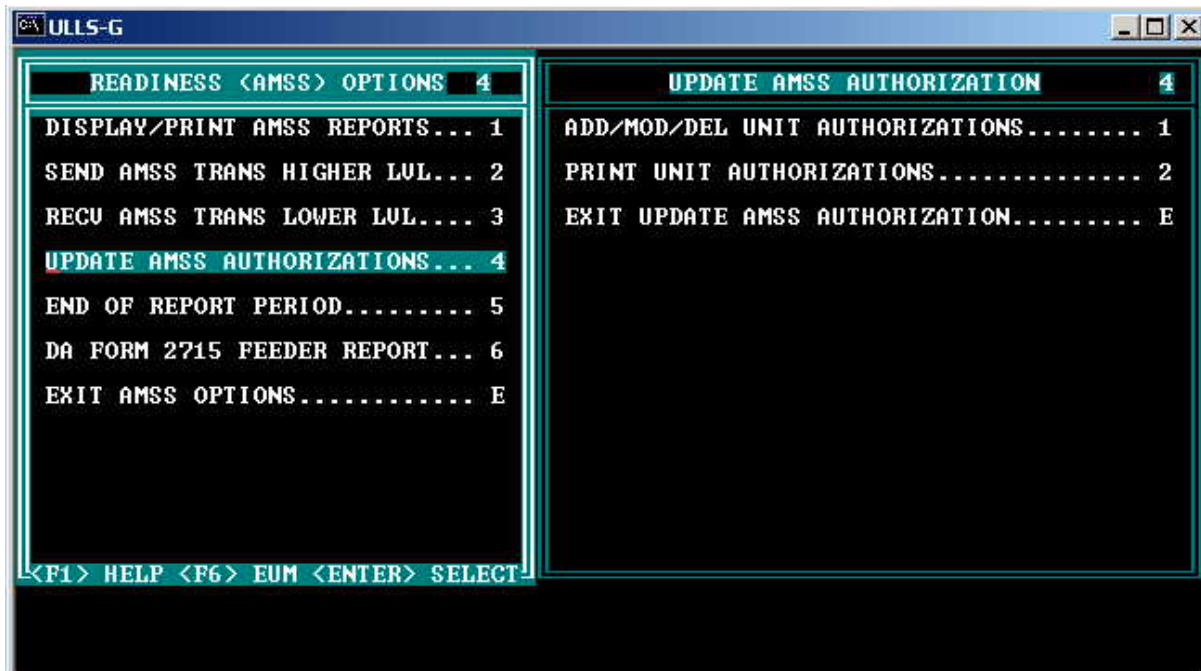
AMSS is the Army's system of record for equipment readiness reporting. AMSS in ULLS-G tracks the readiness of reportable equipment, reports data monthly to LOGSA (Logistical Support Activity) and creates other AMSS reports for local use. It also keeps authorization records for reportable items. AMSS reportable items have an MSCR code of Y on the MMDF (Maintenance Master Data File in ULLS-G), and are listed in Appendix B of AR 700-138. Readiness data is kept and reported for all on-hand reportable equipment.

### AMSS Authorizations:

You establish AMSS Authorization Records for every reportable item AUTHORIZED on the unit MTOE, whether the equipment is on-hand or not. You need to know the EIC (End Item Code) before you can add an authorization record. EIC codes are listed in AR 700-138, in the MMDF, and can also be viewed thru the Update Catalog Data option under Equipment Data Update, Equipment Data File Update (you need to know the NSN to use this option).

To Add AMSS Authorization Records –

Go to Materiel Status Processes on the main menu, and choose Update AMSS Authorizations.



Select Add/Mod/Del Unit Authorizations.

Type <A> in the Command block to Add a record.

Type in the EIC, and if part of a system the WPN EIC (system EIC code). Tab to the Qty

Auth block

Qty Auth – total quantity authorized on the unit MTOE

Qty Req'd – total quantity required from the unit MTOE

Qty O/H – quantity on-hand (from SPBS-R). **This includes any on-hand stored at a Detachment.**

Qty Short – difference between Qty Authorized and Qty On-Hand

ULLS-G

DATE: 20030219 UNIT AUTHORIZATION AWCAF300

UIC: WD1QAA WPN EIC: EIC:

MODEL: DODAAC :

QTY AUTH QTY REQD QTY O/H QTY SHORT

COMMAND: <E> TO EXIT <A> TO ADD <M> TO MODIFY <D> TO DELETE  
<L> TO LOCATE <P> FOR PREVIOUS <N> FOR NEXT

Press <Enter> to add the record for that item.

To Change AMSS Authorization Records – should be done after MTOE Changes, or On-Hand changes.

Go to Materiel Status Processes on the main menu, and choose Update AMSS Authorizations.

Select Add/Mod/Del Unit Authorizations.

Choose the item record that you need to change – the easiest way is to type in N in the Command block and page thru the records.

Tab to the lock that needs to be changed and type in the new information. Then Tab to the Command block and type in <M>. Press <Enter> to change the record.

### Monthly AMSS Reporting:

Every unit that has reportable equipment on-hand is required to submit a monthly AMSS Equipment Readiness Report (also called End of Report Period). For AMSS periods, a report period starts on the 16<sup>th</sup> of one month and ends at midnight on the 15<sup>th</sup> of the next month.

Example – the November report period is 16 Oct – 15 Nov. The monthly report lists all of the NMC time and usage accumulated during the report period.

Some important things to remember about the monthly AMSS report:

**You can only run the report ONCE.**

You must run the report after the 15<sup>th</sup>. The regulations say, run the AMSS report on the 16<sup>th</sup> (or if on a weekend), then the next working day after the 15<sup>th</sup>. You have between the 16<sup>th</sup> and 18<sup>th</sup> of the month to run the report. Anything before or after those dates will be rejected.

You must submit a report. AMSS reports are tracked and reviewed very carefully at the RSC HQ and USARC HQ.

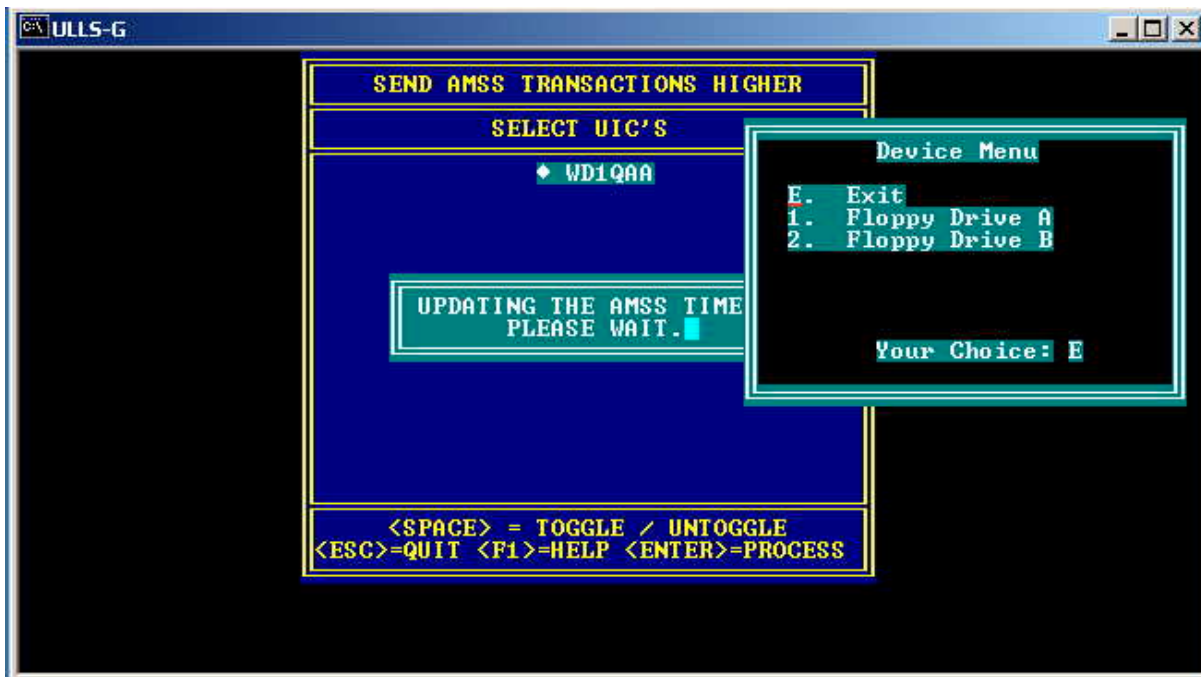
To Create the Monthly AMSS Report:

1. Do a Database Backup of your ULLS-G data. (**Very important step!!**)

2. If your unit has Detachments or unit stored at other locations (In an ULLS-G system at that location) – you MUST do this step. If you are a “AA” unit without Detachments and have all of your equipment at home station – SKIP THIS ENTIRE STEP.

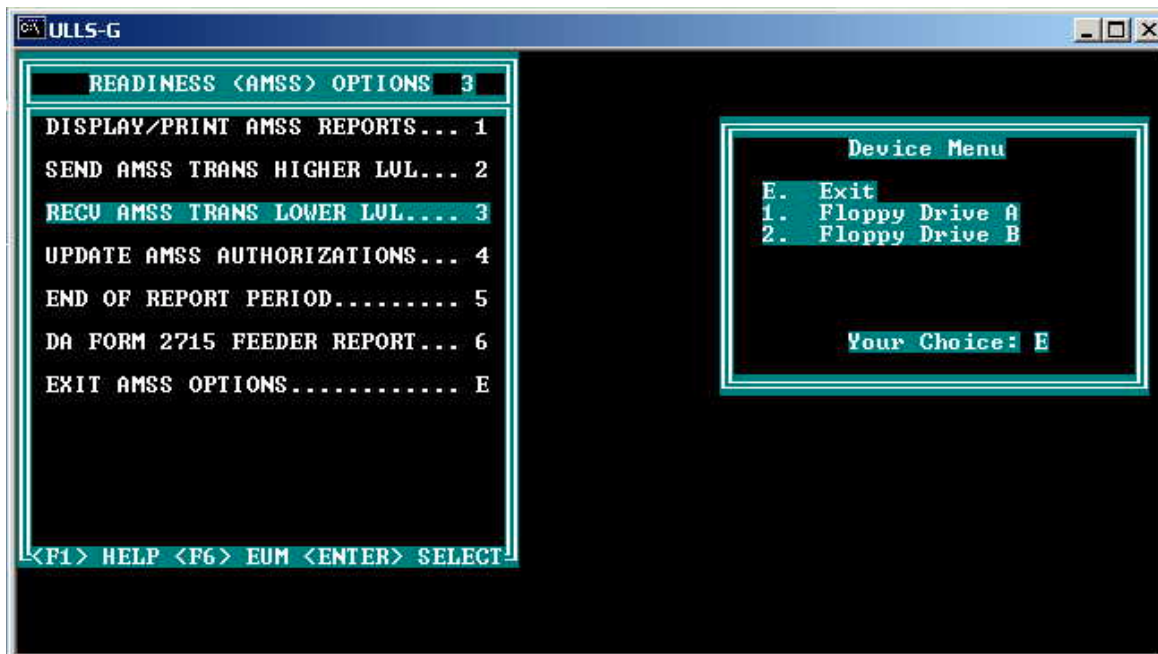
a. Go to Materiel Status Processes on the main menu and choose Send AMSS Trans Higher Level.

b. At the bright blue screen, select your UIC by pressing the spacebar and then press <Enter>. ULLS-G will update the AMSS data. Select the floppy disk drive (normally A drive), and insert a floppy disk. The system will check the disk – if empty, ULLS-G will copy the AMSS data to the diskette. If the disk is not empty, ULLS-G will ask if you want to erase the information on the disk. It does NOT format the diskette, just deletes the info that was on the disk. When done, the system returns to the bright blue screen. Label the diskette with your unit name and AMSS feeder identity.



c. Next, go to System Utilities on the ULLS-G main menu and select Unit Parameter Add/Update. Choose Update Parameter. Type in your DODAAC and Commander's password. Go to # 6 Unit Parameters. Tab or arrow down to Battalion Indicator and change it from <N> to <Y>. Also check your AMSS Report Date to make sure it is current. Press <Enter> to change the parameter record.

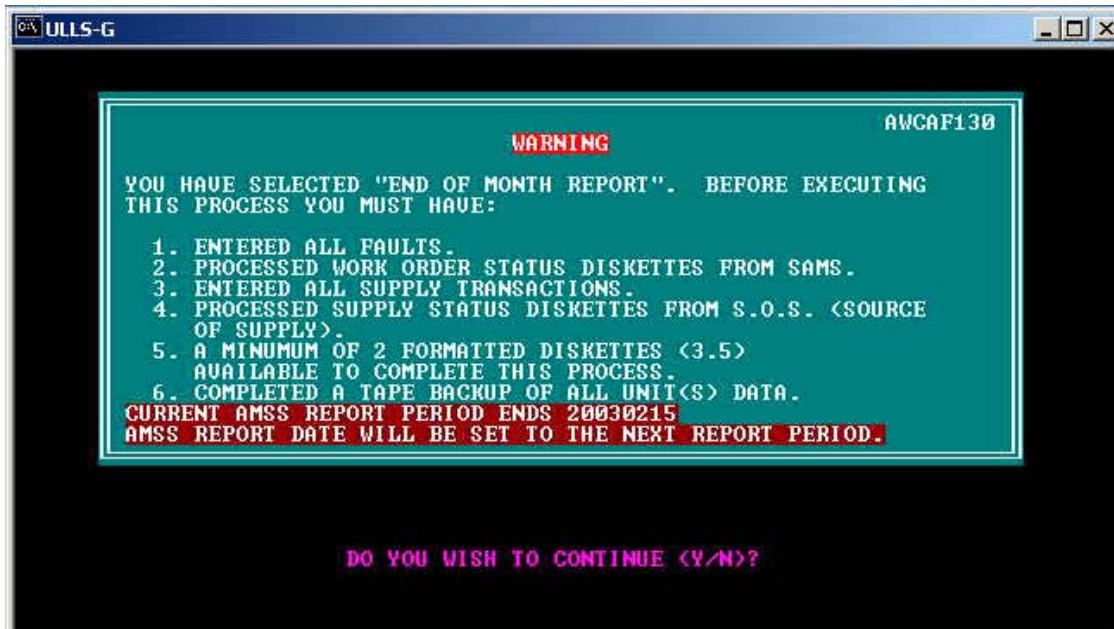
d. Go back to Materiel Status Processes on the main menu and choose Receive AMSS Trans Lower Level. Choose the floppy drive and insert the disk you just created in step 3B. Then repeat for the disk you got from the Detachment.



NOTE – You have now just combined all of your AMSS data, from your ULLS-G system, and any other locations.



4. EVERYONE DOES THIS STEP !! Go to the Materiel Status menu and choose End of Report Period, Via Diskette. Make sure you have 2 blank disks ready. If all of the actions on the warning screen have been done – type in <Y> to continue. Choose the floppy disk drive and follow the directions in purple on the screen. You will get 2 disks (130 and 131) and a printout (2715 Feeder Report). Follow your instructions from higher HQ on what to send where.



5. Do this only if you also did step 3. Go back to System Utilities on the main menu and go to Update Parameters. Go back in to Unit Parameters and change the Battalion Indicator back to <N>. Make sure to press <Enter> to make the change.

6. Last step – do this only if you did steps 3,4 and 5 – go back to Materiel Status on the main menu and choose End of Report period. Run this process again, with 2 different blank disks. This must be done to reset your ULLS-G system for the next month. Do NOT send these disks anywhere, and recycle the printout.

**Explanation – if you have to consolidate AMSS data for your unit, you must run the monthly report twice. The first time with a <Y> Battalion Indicator to create the consolidated report. The second time with the <N> Battalion Indicator to reset your system. If you only ran Step 4 (no data to consolidate), then it created the report that goes forward AND reset your system.**

**NOTE – What ULLS-G does to reset your system is: Changes the AMSS Report Date to the next month, Purges out any Maintenance Requests that were closed during the last month and creates continuing records for inop (NMC) equipment for the new report period.**

## 9. SYSTEM UTILITIES & MISCELLANEOUS ULLS-G PROCESSES

This part of ULLS-G does some critical functions – like BACKUP and Restore data. Other functions include Unit Transfer.

### Backup:

Located under File Maintenance Tape or File Maintenance Diskette. With ULLS-G, you can backup or restore data or program files by Tape (Colorado in most cases) or by diskette.

To Backup DATA on a tape:

Go to System Utilities on the main menu; choose File Maintenance, Archive Device.



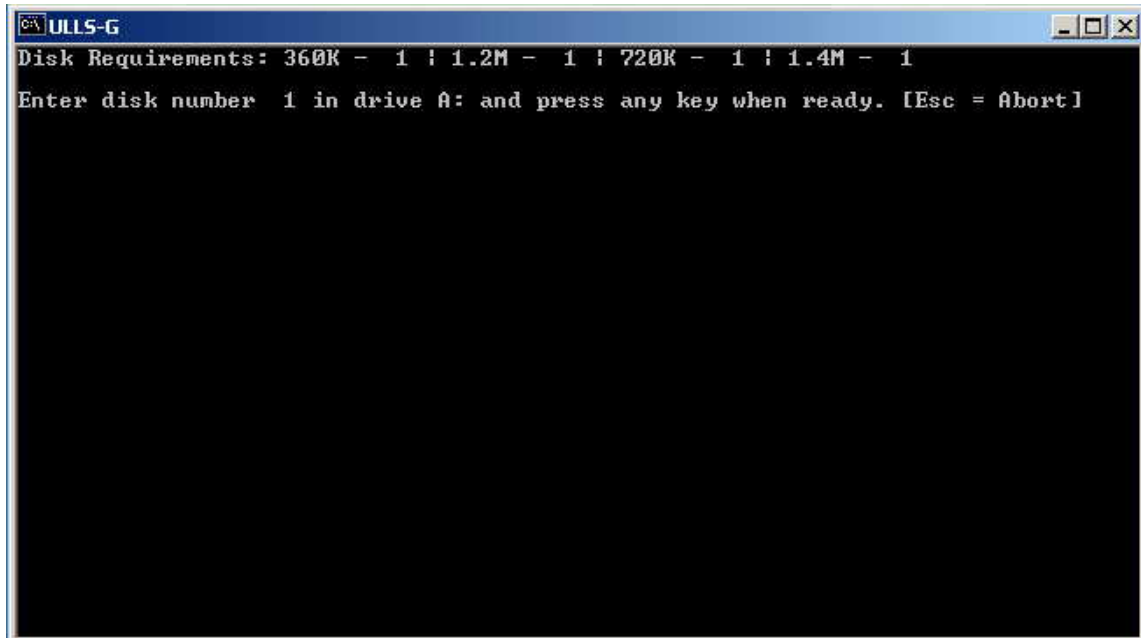
Choose Backup Database. Insert the tape. The system will save a copy of your ULLS-G data on the tape. Be sure to label the tape with the date and "Data Backup".

To Backup DATA to Diskette:

Go to System Utilities on the main menu, choose File Maintenance, Diskette.

Select Backup Database.

The system tells you at the top of the screen how many diskettes you will need. (Usually 4-5 for data backup). Insert the first disk; follow the instructions on the screen. Make sure to label the diskettes with the number (2 of 5 as an example), date and "Data Backup".



To Backup a copy of the ULLS-G Program:

Go to System Utilities, File Maintenance Tape or Diskette. Choose Backup ULLS System Files.

This will copy the ULLS-G Program (not your data).

Follow the instructions for the backup. Label the diskettes (usually 9 disks) or the tape with the date and "ULLS-G System Files".

To Restore Data from tape or diskette:

Go to System Utilities on the main menu and choose File Maintenance Archive Device or Diskette. Choose Restore Database.

Make sure you are restoring the most current data; check the tape or diskette labels for the backup date.

After the Restore is done, go to Rebuild Database on the ULLS-G main menu and type in "Y" when it says that rebuild is time-consuming. This re-organizes your data.

**\*\*\*\*NOTE\*\*\*\* - Data backups should be done at these times:**

1. Every day that the ULLS-G system is used.
2. If you enter a large amount of data, do a backup when finished.
3. Before running the monthly AMSS report.

4. Before your system goes in for any maintenance or repair.
5. Before you leave for AT (assuming you are taking for ULLS-G system to AT) and before you pack up the ULLS-G system at the end of the AT period.

ULLS-G System File backup only needs to be done once, and after any Program Change.

**Unit Transfer:**

This process takes the ULLS-G data for a unit and either adds it to another unit's ULLS-G system or takes it off of an ULLS-G system. This data includes – equipment information, operator records, and AMSS data – all data except for the supply catalog.

Unit Transfer Out – copies a unit's ULLS-G data to diskette, and removes the data from the computer.

Unit Transfer In – loads a unit's ULLS-G data from diskette to another ULLS-G system.

NOTE – run Rebuild (from the main menu) after doing Unit Transfer In or Out. Log on under a different DODAAC when doing Unit Transfer Out.

The units should probably be told to run rebuild on a weekly basis. This resorts files and helps keep the program from being corrupted.

## **10. SAGE DATA INQUIRY (SDI)**

**- For a reference on how to use the SDI program please click on the link below**

[http://umw.knox.army.mil/MLC/SDI/eight\\_steps.htm](http://umw.knox.army.mil/MLC/SDI/eight_steps.htm)